

FY 1979

PDP INSTRUCTIONS

Page 1

All Supergrade and SPS equivalent positions are considered to be executive positions for the purpose of this chart. The identification of executive level GS-15 positions is a decision of the Career Services and Subgroups; presumably all such positions at this grade would not be so considered. When completing the "Number of Positions" in the upper left hand corner do not include GS-15 positions which have not been identified as being executive level.

Because some Career Services expressed problems with projecting vacancies three years in advance, the FY 81 line is optional for this page. We urge this line be completed, however, as an aid to advance executive development planning, recognizing it is only an estimate of what might happen.

Page 2

This is a Subgroup breakout of the right hand column (Total by Fiscal Year) of Page 1 for FY 79, 80 and 81.

Pages 3 and 12

Included on the Development Roster (Page 12) are certain officers in grades GS-13 through GS-15 who have been identified by their Career Service or Subgroup as having the potential to become qualified for executive assignment. For each of them a developmental program will

have been designed which includes some aspect of development in each of FYs 79, 80 and 81. The development should include training and/or assignment.

Care should be taken to include each individual only once on the bottom two lines of Page 3. Individuals for whom promotions are expected should reflect on the bottom line in the column of their 1 October 1978 grade. Individuals programmed to complete their developmental requirements and be transferred to the Executive List should also be represented in the bottom line of Page 3.

Page 4

Line 1 reports the same data as second line on Page 3. The numbers on this line are accounted for in Lines 8 through 14. Total of Line 1 and of Line 15 should be identical.

The total of Line 2 and Line 3 is identical to the FY 79 Line (third line) of Page 3 of this report. The numbers on these lines are accounted for in Lines 4 through 6, and total to same number as Line 7 of this page.

Page 5

This is a Subgroup breakout of the right hand column (Total by Fiscal Year) of Page 3 for FY 79, 80 and 81.

Page 6

This page is an accounting by EEO category of Lines 1 and 2 of Page 3.

Page 7

This page is an accounting by EEO category of Lines 3, 4, and 5 of Page 3.

Page 8

This chart is a statistical report of officers fully qualified for executive level assignments. The first column "Fully Qualified", therefore, should reflect all such officers regardless of current or projected assignments. The second column accounts only for those fully qualified officers listed on Page 11 as candidates for the executive level vacancies projected during the planning period on Page 1. An officer projected for such an assignment who, for whatever reason, would not be considered "fully qualified" should not be included and the name on Page 11 should be so annotated.

Page 9

Include on this chart only those fully qualified individuals listed by name on Page 11, Executive List, and those individuals currently on the Developmental Roster who are projected to complete their developmental program and be transferred to the Executive List in the noted year. This latter group will not be included on Page 9 until the year of their planned transfer.

Page 10

Report on this page in the appropriate line and column all PDP training courses taken or planned and assignments filled or scheduled. This is not a report of the number of individuals involved but rather

of the developmental experiences. If an individual is involved in two courses and one assignment that individual should reflect three times as appropriate to the experience. The last column is included to assist in comparison of the number of developmental experiences with the number of individuals on the Developmental Roster.

Page 11

This is self-explanatory. The page should be completed in sequence of grades, e.g., GS-17, GS-16, GS-15 and SPS in that order. It need not be a collated Career Service report but may be submitted as Subgroup reports.

Page 12

This page is also self-explanatory and should also be prepared in grade sequence from GS-15 to GS-13. It is requested the "When" column be completed by the quarter or half of the year, if possible, particularly for the FY 79 plans.

PERSONNEL DEVELOPMENT PROGRAM
PERSONNEL PLANNING
STATUS REPORT - 1 OCTOBER 1978

1. Number of executive level positions in Career Service (all GS-17, 16 and SPS positions plus selected GS-15 positions). _____
2. Number of fully qualified officers in grades GS-17, 16, 15 and SPS. _____
3. Number of Development Roster officers expected to qualify for Executive List in fiscal year 1979. _____
4. Are there any positions listed in item 1 above for which there is no individual in item 2 or 3 who can replace the incumbent? _____

If so, please identify positions. (If more space is needed, please use reverse side of this page.)

5. Are there candidates for these positions on the Roster who will be qualified during FY 80, 81? _____

Will the above candidates satisfy all position requirements? _____

If not, what plans are being made to develop or identify qualified replacements - outside the Career Service, recruitment outside the Agency? _____

25X1